

SUBJECT: Federal Emergency Management Volunteers for Hurricane Katrina Response

FROM: Broadcast@doc.gov

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FOR: All DOC Employees

The Department of Homeland Security (DHS) anticipates needing up to 2,000 volunteers to assist in the government's response to the hurricane tragedy. Volunteers will be asked to deploy for 30-day minimum field assignments to work with Federal Emergency Management Agency(FEMA)on this effort.

Department of Commerce employees who are interested in volunteering should carefully read the information from FEMA on Frequently Asked Questions for Agencies at:

http://ohrm.os.doc.gov/Programs/PROD01_001097.html

and the Emergency Management Institute at:

http://ohrm.os.doc.gov/Programs/PROD01_001100.html

Make sure that you meet the requirements outlined and are up to the likely working conditions that you will face in New Orleans and the other affected areas. Interested employees should discuss and have the full support of their supervisors prior to volunteering.

Employees who are interested in volunteering and meet the requirements (see

http://ohrm.os.doc.gov/Programs/PROD01_001099.html), including supervisory approval, should email their stated interest to volunteer@doc.gov. Mr. Fred Fanning, from the Office of Human Resources Management is the Department's coordinator and point of contact. If you cannot e-mail your interest, you can call (202) 482-6117 or (202) 482-1445. It is important that employees not contact FEMA directly, but use volunteer@doc.gov as your primary means of expressing your interest in volunteering. To volunteer, you will need to provide the following information in your e-mail:

Your name

Work phone number

Cell phone number (if available)

Work e-mail address

Supervisor's name and phone number

Dates of availability

The Department of Commerce will pay salaries of employee volunteers. FEMA will pay travel, overtime, incidental expenses, etc. FEMA will also reimburse the Department of Commerce for any overtime expenses. Once employees are approved for volunteer service, they will receive more detailed information for in-processing.

FEMA will contact you directly if you are selected for a temporary field assignment. It is important that you let your supervisor know if you are contacted by FEMA for deployment. Volunteers are needed immediately and for future deployments so you may or may not hear back immediately from FEMA.

If contacted by FEMA, you will be scheduled for 1-day training in Emmitsburg, MD. Volunteers from outside the DC area will immediately deploy from Emmitsburg to a FEMA staging area in Orlando, Florida. Volunteers from the DC area will return home following training. FEMA will contact you with further deployment instructions within a matter of days. The FEMA will determine specific field assignments for further deployment from Orlando.

The victims of Hurricane Katrina remain in our thoughts and prayers, and we are thankful for the many federal employees who are so anxious to provide assistance.

For further information, please visit the Hurricane Katrina Volunteers Home Page at:

http://ohrm.os.doc.gov/Programs/PROD01_001101.html

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